



DEPARTMENT OF THE NAVY

OFFICE OF THE SECRETARY

WASHINGTON, D.C. 20350-1000

SECNAVINST 12000.20B
N873

3 June 1993

SECNAV INSTRUCTION 12000.20B

From: Secretary of the Navy

Subj: CIVILIAN DIVING IN THE NAVY

Ref: (a) OPNAVINST 3150.27A, Navy Diving Program
(b) Naval Military Personnel Manual
(c) Manual of the Medical Department, U.S. Navy
(d) NAVSEA 0994-LP-001-9010/9020 (U.S. Navy Diving Manual)
(e) BUMEDINST 6110.11, Civilian Divers
(f) NAVSEA SS521-AA-MAN-010 (U.S. Navy Diving and Manned Hyperbaric Systems Safety Certification Manual)

Encl: (1) Guidelines For The Training of Civilians in Navy Diving Schools

1. Purpose. To issue rules governing civilian diving in Navy activities ashore and afloat, and to provide guidelines for civilians attending Navy diving schools. This instruction has been substantially revised and should be read in its entirety.

2. Cancellation. SECNAVINST 12000.20A.

3. Background. Military diving in the U.S. Navy is closely regulated by references (a) through (d). Compliance with the policies and procedures contained in references (a) through (d), and as augmented by this instruction, is required by all U.S. Navy civilian divers.

4. Definitions. For the purpose of this instruction, civilian divers are defined as civil service personnel who have successfully completed training at a Navy diving school. Two distinct categories of Navy civil service divers are:

a. Wage Grade Divers. Hourly employees who constitute the regular diving civil service workforce found in shipyards, public works centers, Navy laboratories, research and development centers and elsewhere. Diving is potentially an everyday element of their work.



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b. Specialist Divers. Graded (GS/GM) civil service employees in positions wherein diving is not necessarily an everyday element of their work, though it may be a qualification factor in their position descriptions. Specialist divers include engineers, scientists and technicians on the staffs of Systems Commands (SYSCOMs), laboratories, test facilities, schools, civilian marine employees of the Military Sealift Command (MSC), SCUBA diving emergency units, firefighting and security personnel, and anyone other than an hourly employee who, as a special aspect of his or her position, is required to dive.

5. Scope. This instruction applies to all diving performed in the Navy by civil service personnel. Enclosure (1) provides guidance for requesting training at Navy diving schools for such personnel, as well as other federal, state and municipal civilian government employees.

6. General Instructions for Navy Employed Divers

a. All civilian diving in the Navy will be performed strictly in accordance with references (a) through (e). Civilian divers must be graduates of a formal course at an authorized U.S. Navy diving school, unless the requirement is waived by the Chief of Naval Operations (CNO) (N873). Waivers will be considered only for civilians engaged by the Navy as divers prior to issuance of the original SECNAVINST 12000.20 of 02 April 1969, have served as divers since that time, and who otherwise satisfy the requirements of references (a) through (e).

b. A naval officer or senior civilian supervisor, preferably with diving experience, shall be designated in writing as the Diving Officer at each Department of the Navy activity with civilian divers. The Diving Officer will ensure strict compliance with references (a) through (e), this instruction, and local diving instructions. The Diving Officer does not require a diving Additional Qualification Designator (AQD). Without the AQD, however, the Diving Officer is not entitled to diving pay.

c. Each activity having a regular diving workforce (such as in shipyards and as opposed to occasional SCUBA diving by scientific personnel at laboratories) will, in addition to the Diving Officer, have a Civilian Diving Supervisor (CSDV). The CSDV is responsible for daily diving operations and must be designated in writing, be at the foreman or higher level, be fully qualified at the civilian equivalent of a Second Class Diver or higher, and be qualified as a diving supervisor as defined by reference (d). Alternate Diving Supervisors may also be designated in writing. Alternates must also be fully

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qualified at a minimum Second Class Diver equivalent level and as a diving supervisor, in accordance with reference (d), but need not be at the foreman level. No diving operations may commence or continue without the immediate presence of the CSDV or, in the absence of the CSDV, an alternate Diving Supervisor.

d. Civilian divers are rated for qualification designation purposes as follows:

<u>Civilian Diver (CDV) Rating</u>	<u>Military Diver (D) Equivalent</u>
Supervisory Diver (CSDV)	Diving Officer (above SCUBA) Master Diver (MDV) Diver First Class (DV1) Diver Second Class (DV2)
Diver (CDV)	Master Diver (MDV) Diver First Class (DV1) Diver Second Class (DV2)
SCUBA Diver (CDV-SC)	SCUBA Diver (D-SC)
Trainee Diver or Tender (CDV-AP)	Student Diver

e. Except for CDV-AP's, civilian divers will possess the same qualifications as required for their military counterparts. Civilian divers who were previously qualified as "Salvage Divers" must meet the requirements of DV2 to maintain qualifications.

f. Trainee divers must meet the physical and swimming requirements of DV2, reference (b), and must be in a local on-the-job training status prior to being sent to a Navy diving school. A person may remain in a trainee diver status for a maximum of 24 months (not necessarily consecutive), but may not dive until arrival at a Navy diving school, except for the pressure test conducted as a prerequisite for diver training.

g. Specialist Divers are generally trained and classified as SCUBA Divers (CDV-SC). In cases where additional training and more advance qualifications are required, a training request should be addressed to the Chief of Naval Technical Training (CNTECHTRA) (N354) via appropriate administrative channels, including Commander, Naval Sea Systems Command (COMNAVSEASYS COM) (00C3B), with a copy to the Bureau of Naval Personnel (BUPERS) (PERS 401-D). The request must indicate that all prerequisites have been met.

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h. Civilian divers must maintain qualifications and requalify in the same manner as prescribed in reference (b) for military divers of comparable classification.

i. Civilian divers must meet the same physical requirements as prescribed in references (b) and (c) for military divers. Diving physical examinations will be performed as described in Article 15-26 of reference (c). Navy civilian divers may continue diving duty past age 45 as described in reference (e). Experienced civilian divers who no longer meet the physical requirements of references (c) and (e) may be assigned to a "Supervisory Status Only" category. Waiver requests for assignment as "Supervisory Status Only" are to be submitted to Chief, Bureau of Medicine and Surgery (BUMED), Director, Undersea Medicine and Radiation Health (BUMED 21) via COMNAVSEASYS COM (00C3B).

j. Activities having a regular diving force will ensure that adequate medical support is available. Each command must have in its clinic force, or locally available through an intra-service support agreement (ISSA), a Diving Medical Officer (DMO) or equivalent, or a Diving Medical Technician (DMT) (NECs 8491, 8492, 8493, or 8494). A DMO equivalent is defined as a medical officer or civilian doctor who has completed, as a minimum, the one week Navy course for Recognition and Treatment of Diving Casualties, or an equivalent course approved by BUMED 21. Emergency consultation with a DMO is available 24 hours a day at the Navy Experimental Diving Unit (NEDU), Panama City, Florida and the Naval Medical Research Institute (NMRI), Bethesda, Maryland.

k. Activities having recompression chambers are required to maintain them in a certified condition in accordance with reference (f). Activities which maintain a recompression chamber will have a Hospital Corpsman (NECs 8491, 8492, 8493, or 8494) or a trained medical technician qualified to administer medical procedures inside the chamber with a first class diver under the direction of a DMO outside the chamber. In all cases, the medical technician must be physically qualified for diving duty and have a current diving physical. That requirement can be met through assignment of personnel for additional duty from nearby commands or by intra-service support agreements (ISSA) as long as they will be readily available in an emergency.

7. Training. Activities supporting civilian divers and requiring initial training, refresher training, and/or requalification for divers at Navy diving schools are guided by enclosure (1). The Catalog of Navy Training Courses (CANTRAC),

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Volume II, lists the Navy diving schools. Requesting activities will bear all expenses incident to diver training.

8. Medical Diving Safety. BUMED is responsible for medical diving safety at Navy and Navy sponsored diving activities.

9. Action

a. All Navy activities which support civilian diving are subject to this instruction and will implement the policy herein.

b. The Chief of Naval Education and Training (CNET) will provide diving training for Navy civilian divers as requested by Navy diving activities. Such quota requests will have priority after Navy and Marine Corps military personnel.

c. Inspections and safety surveys by an Inspector General or equivalent, or the Naval Safety Center, will include a section devoted to this instruction. Inspection teams will include a senior diver (Diving Officer, MDV, CSDV) and may request support from COMNAVSEASYS COM (00C3B), or other commands as appropriate.

d. Commercial contractor diving shall be conducted in accordance with the best accepted commercial safe diving practices and should be so stated on all purchase orders. Contractor use of Navy or Department of Defense diving personnel, Navy supplied diving equipment, breathing air or other services is not authorized, unless a waiver is granted by CNO (N873). Navy administered diving and salvage contracts with worldwide coverage are available to all government agencies through the Commander, Naval Sea Systems Command (00C3B), 2531 National Center Bldg. 3, Washington, D.C. 20362-5160.

F. B. Kelso, II

F. B. Kelso, II
Secretary of the Navy
Acting

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GUIDELINES FOR THE TRAINING OF CIVILIANS

IN NAVY DIVING SCHOOLS

1. Statement of Policy. Navy employed civilian divers must be trained at U.S. Navy diving schools unless waived as discussed in the basic instruction. Quota requests for Navy employed civilian divers will be given priority after active duty Navy and Marine Corps quotas. Some courses at U.S. Navy diving schools are open to non-Department of Navy (DON) civilian attendance under specific conditions. Requests for non-DON civilian attendance at Navy diving schools will be individually considered. Approval or disapproval of requests will be based on the command's requirements, the resulting benefits to the government, impact on national security, and/or improvement to the state or municipal functions. The following conditions apply:

a. Department of Defense (DoD) activities take precedence for quotas before non-DOD activities.

b. Requests for the use of government property or facilities by municipalities or other organizations outside the DOD often result, at least in part, from the prohibitive costs associated with obtaining similar property or facilities from commercial sources. The Navy may not compete with commercial enterprises by providing training to non-DOD civilians when reasonably similar training is available within the private sector. Quotas for training of non-DON/DOD civilian government personnel will be considered pending availability of seats after training requests for military, DON and DOD civilians are satisfied. Governmental agencies outside DOD must determine that satisfactory diver training is not available commercially, and document such in any request for quotas at a Navy diving school. If adequately documented in the request, the CNTECHTRA may authorize the training of non-DOD government civilians in Navy diving schools subject to conditions herein.

c. The requested course must be related to the mission of the requesting activity. The course will not be altered to provide additional or specialized training.

d. Attendance by civilian personnel must be incidental to the necessary and authorized training of Navy personnel. Training of civilians is not to interfere with the training of Navy personnel, or the primary mission of the Navy school concerned.

Enclosure (1)

e. Authorization for instruction of civilian personnel at Navy diving schools will be controlled by the CNTECHTRA, with quota coordination by BUPERS. Sufficient quotas must be available for DON civilian diver trainees for those Navy activities using civilians to fulfill their mission. Non-DON/DOD civilian personnel may be considered for enrollment only after eligible Navy personnel have been enrolled. Non-DON/DOD civilians may only occupy student spaces that would otherwise remain vacant.

f. Obtain appropriate security clearances for prospective civilian trainees prior to their enrollment in any classified course of instruction.

2. Course Information. Information concerning diving and diver training may be obtained from the following sources:

- a. Catalog of Navy Training Courses, Volume II.
- b. U.S. Navy Diving Manual; NAVSEA 0094-LP-001-9010.
- c. Supervisor of Diving, (NAVSEA 00C3B), Naval Sea Systems Command, 2531 National Center Bldg 3, Washington D.C. 20362-5160.

3. Implementation. Submit requests for out-year civilian diver training at Navy diving schools to CNTECHTRA (N2) via the respective chain of command. Submit current fiscal year or emergent quota requests to CNTECHTRA (N73 and N2). Copies of all requests should be sent to BUPERS (PERS-401D) and COMNAVSEASYS COM (00C3B). The following information is required:

- a. Full Name.
- b. Residence address.
- c. Date and place of birth.
- d. Name and address of sponsoring organization.
- e. Security clearance.
- f. Statement of training desired, including designation of course of instruction, time frame and location.
- g. Statement concerning government or sponsoring agency need for such training. Non-DOD agencies must include a statement regarding the non-availability of adequate diver training from within the private sector.

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h. A report of physical examination conducted as required by reference (c), article 15-36.

i. A report documenting successful completion of a pressure test and the physical screening test defined in reference (b).